

End of Period (ERS800)

The end-of-period menu contains programs which you should run at the end of each equipment rental period to close it correctly. (Please refer to the "Standard Procedures" section.)

The Unbilled Income Report (optional) prints a list of estimated revenue from open contracts. The Equipment Removal Register prints a list of items that have been flagged for removal, i.e., flagged for disposal, transferred to inventory, transferred to another rental warehouse, or sold to a customer. The Carrying Cost Register prints a list of period carrying cost for each equipment number which is to be added to life-to-date carrying cost. The Depreciation Register prints a list of period depreciation for each equipment number which is to be added to the life-to-date depreciation. The Transaction Consolidation Register prints a list of rental, maintenance, repair, and depreciation transactions and a consolidated amount by type for each item number. This is an optional program. All of the registers listed contain optional updates which should be run to clear files and/or update equipment and item history.

The End-of-Period Update will close the current equipment rental period by setting the number of days available and rented for the period, rolling period history down one period, dropping the oldest period and incrementing the current period by one.

The following diagram presents the End-of-Period Menu.

```

                                EQUIPMENT RENTAL
----- END OF PERIOD -----
01-DEMO COMPANY                                     ERS800

      1. UNBILLED INCOME REPORT
      2. EQUIPMENT REMOVAL REGISTER
      3. CARRYING COST REGISTER
      4. DEPRECIATION REGISTER
      5. TRANSACTION CONSOLIDATION REG
      6. END OF PERIOD UPDATE

SELECTION ____

ENTER SELECTION #, ACCESS CODE, 'OFF', DOWN ARROW, UP ARROW, F4-PREVIOUS MENU
```


Unbilled Income Report (ERR810)

Function

This program allows you to print the estimated revenue from open contracts.

You have the option to

- choose the beginning and ending contracts
- select the warehouse(s) to print
- select the customer to print
- select the cutoff date.

Report information includes the following by contract number:

- rental date and time
- expected return date and time
- customer name
- rental revenue
- charges from insurance, delivery, pickup, cleanup
- sales revenue
- prepayment
- total unbilled income.

The report ends with the number of contracts listed.

User Inputs

The following inputs are involved in printing the Unbilled Income Report:

1. **Beginning contract**

Enter the beginning contract number to print. CR defaults to FIRST.

2. **Ending contract**

Enter the ending contract number to print. CR defaults to LAST.

3. **Warehouse**

Enter up to twenty 2-character warehouse codes side by side to print. Only contracts associated with the warehouse will print. Each entry must be a valid warehouse as defined in the ER Warehouse Control File. CR defaults to the warehouse assigned to the terminal, and F3 defaults to ALL.

4. **Customer**

Enter the customer number to print. CR defaults to ALL.

5. Date

Enter the date through which to calculate billing (ref. #6). Rental revenue is calculated using either the expected return date or the date input, whichever is earliest. CR defaults to the system date.

6. End of inputs

(ref. #7)

Summary of File Activity

Printing proceeds by reading through the Rental Contract File (ERCONT) and checking for the records meeting the criteria entered.

Files Used: SMCNTL, ERCONT, ERCUST, ERDATE, ERITEM

Files Updated: NONE

The following diagram presents the Unbilled Income Report Screen with actual FACTS demo data.

```
01-DEMO COMPANY                UNBILLED INCOME REPORT                ERR810
BEGINNING CONTRACT FIRST
ENDING CONTRACT LAST
WAREHOUSE 01 ATLANTA WAREHOUSE
CUSTOMER ALL
DATE SYSTEM DATE 09/15/90

END OF INPUTS.  CR-CONTINUE, F4-BACKUP .
```

Equipment Removal Register (ERR820)

Function

This program allows you to remove equipment number records that have been flagged for removal and to print a register reflecting this update. These are equipment numbers that have been flagged for disposal, transfer to inventory, or transfer to another rental warehouse in the Transfer Entry Program. Also included are equipment numbers that have been sold to customers. The program also removes transactions for these items.

You have the option to

- choose the print order - item, alpha, vendor, or item class order
- select the beginning and ending order choice
- select items by vendor (or item class) to print
- print item descriptions 1, 2, or both
- select the warehouse(s) to print
- choose whether or not to remove nonserial items
- choose the number of days to keep.

Report information includes

- acquisition date and cost
- life-to-date information:
 - number of rental
 - rental revenue
 - maintenance and repair expense
 - carrying cost
 - depreciation cost
 - distance
 - usage
- transaction date
- units affected by the transaction
- amount of the transaction
- transaction description
- warehouse
- transfer register number.

The register ends with the number of items to be removed.

User Inputs

The following inputs are involved in printing and updating the Equipment Removal Register:

1. Order

Indicate whether the register is to print in order of I (item number), A (alpha), V (vendor), or C (item class). CR defaults to I.

2. Beginning order choice

Select the beginning order choice to print (ref. #2).

3. Ending order choice

Select the ending order choice to print (ref. #8).

4. Vendor/Item class

Enter the vendor (or item class if vendor was selected in input #1) to print. The entry must be a valid vendor (or item class). CR defaults to ALL.

5. Item description

Indicate whether to print **1** (description 1), **2** (description 2), or **B** (both) as set in the IC Item File. CR defaults to 1.

6. Warehouse

Enter up to twenty 2-character warehouse codes side by side to print. Only items assigned to the warehouse in the Rental Item File will print. Each entry must be a valid warehouse as defined in the ER Warehouse Control File. CR defaults to the warehouse assigned to the terminal, and F3 defaults to ALL.

7. Nonserial items

Enter N or Y to indicate whether to remove nonserial items. CR defaults to N.

8. Days to keep

Enter the number of days prior to the last transaction date to keep item records. For example, if the last date with a transaction was 10/25 and you enter 30 in this input, only those records flagged for removal (i.e., having a last transaction date) before 9/25 will be removed. CR defaults to 30.

9. End of inputs

(ref. #7)

The Equipment Removal Register is printed, and the following prompt is then displayed.

10. Check the register. OK to remove records just printed?

Verify the register. Enter YES or N to indicate whether to remove the printed records.

Summary of File Activity

Printing proceeds by reading through the selected file - Rental Item File (ERITEM), Rental Item Alpha/Warehouse Sort File (ERITAX), IC Vendor File (ICVNDX), or IC Item Class File (ICCLSX). The Equipment File is then checked for records meeting the criteria entered. Printed records are removed from the Equipment File (EREQIP) and the Equipment Transaction File (ERTRAN).

Files Used: SMCNTL, ICVNDX, ICCLSX, ICMAS, ERITAX, APVEND, ERITEM

Files Updated: SMSRT#, EREQIP, ERTRAN

The following diagram presents the Equipment Removal Register Screen with actual FACTS demo data.

```
01-DEMO COMPANY           EQUIPMENT REMOVAL REGISTER           ERR820
ORDER I
BEGINNING ITEM FIRST
ENDING ITEM LAST
VENDOR ALL
ITEM DESCRIPTION 1
WAREHOUSE 01 ATLANTA WAREHOUSE
NONSERIAL ITEMS N
DAYS TO KEEP 30 REMOVE THRU 09/01/90 SAT

END OF INPUTS. CR-CONTINUE, F4-BACKUP .
```

Carrying Cost Register (ERR830)

Function

This program allows you to update life-to-date carrying cost for each equipment number in the Equipment File and to print a register reflecting this update. You can only run this register if the **use carrying cost** flag of the ER Static Control File is set to Y (yes).

The information printed on the register includes

- item number and description
- equipment number
- current carrying cost (to post)
- life-to-date carrying cost (including current)
- total for each item number.

The report ends with the number of equipment numbers updated.

User Inputs

The following inputs are involved in updating carrying costs:

1. **OK to print register?**

Enter Y or N to indicate whether to print the register.

2. **End of inputs**

(ref. #7)

The Carrying Cost Register is printed, and the following prompt is then displayed.

3. **Check the register. OK to update?**

After printing the register, verify the print out. If everything is correct, enter **YES** to proceed with the update. If there is a correction to be made, enter **N** to exit the program. After the correction is made, you can begin the register process again.

Summary of File Activity

The Carrying Cost Register is printed by reading through the Rental Item File and the Equipment File. During the update carrying cost is posted to the **life-to-date carrying cost** field of the Equipment File (EREQIP) for each equipment number record. The **last period carrying cost posted** field is updated in the control file (SMCNTL).

Files Used: ERITEM, ICMAS

Files Updated: SMCNTL, EREQIP

The following diagram presents the Carrying Cost Register Screen with actual FACTS demo data.

```
01-DEMO COMPANY                CARRYING COST REGISTER                ERR830
PRINT REGISTER Y                ER CP=09/90 SEP

END OF INPUTS.  CR-CONTINUE, F4-BACKUP .
```

Depreciation Register (ERR840)

Function

This program allows you to

- print a register of the equipment depreciated this period
- update life-to-date depreciation cost in the Equipment File
- build and print a GL distribution.

You can only run this register if the **use depreciation** flag of the ER Static Control File is set to Y (yes).

The information printed on the register includes

- item number and description
- equipment number
- current depreciation amount
- life-to-date depreciation amount
- initial cost
- date acquired
- net book value.

Totals are given for each item, warehouse, and for the report. The report ends with the number of equipment numbers listed.

User Inputs

The following inputs are involved in printing and updating the Depreciation Register:

1. **OK to print register?**

Enter Y or N to indicate whether to print the register.

2. **End of inputs**

(ref. #7)

The Depreciation Register is printed.

If you are printing a general ledger distribution, the General Ledger Distribution File is built. If you are printing the GL distribution, the following input is displayed:

3a. **Check the register. OK to print GL distribution?**

After printing the Depreciation Register, **verify the printout**. If there is a correction to be made, enter N to exit the program. After the correction is made, you can rerun the register. If everything is correct, enter YES to continue. The program then prints the GL distribution. Go to input #4.

If you are **not** printing the GL distribution, the following input is displayed:

3b. Check the register. OK to update?

After printing the Depreciation Register, **verify the printout**. If there is a correction to be made, enter **N** to exit the program. After the correction is made, you can rerun the program. If everything is correct, enter **YES** to continue and no GL distribution will be printed, the following input is skipped (#4), and the program proceeds with the update.

4. Check the GL distribution. OK to update?

After printing the distribution, verify the printout. If everything is correct, enter **YES** to continue. The program proceeds with the update. If there is a correction to be made, enter **N** to exit the program. After the correction is made, you can begin the register process again.

Summary of File Activity

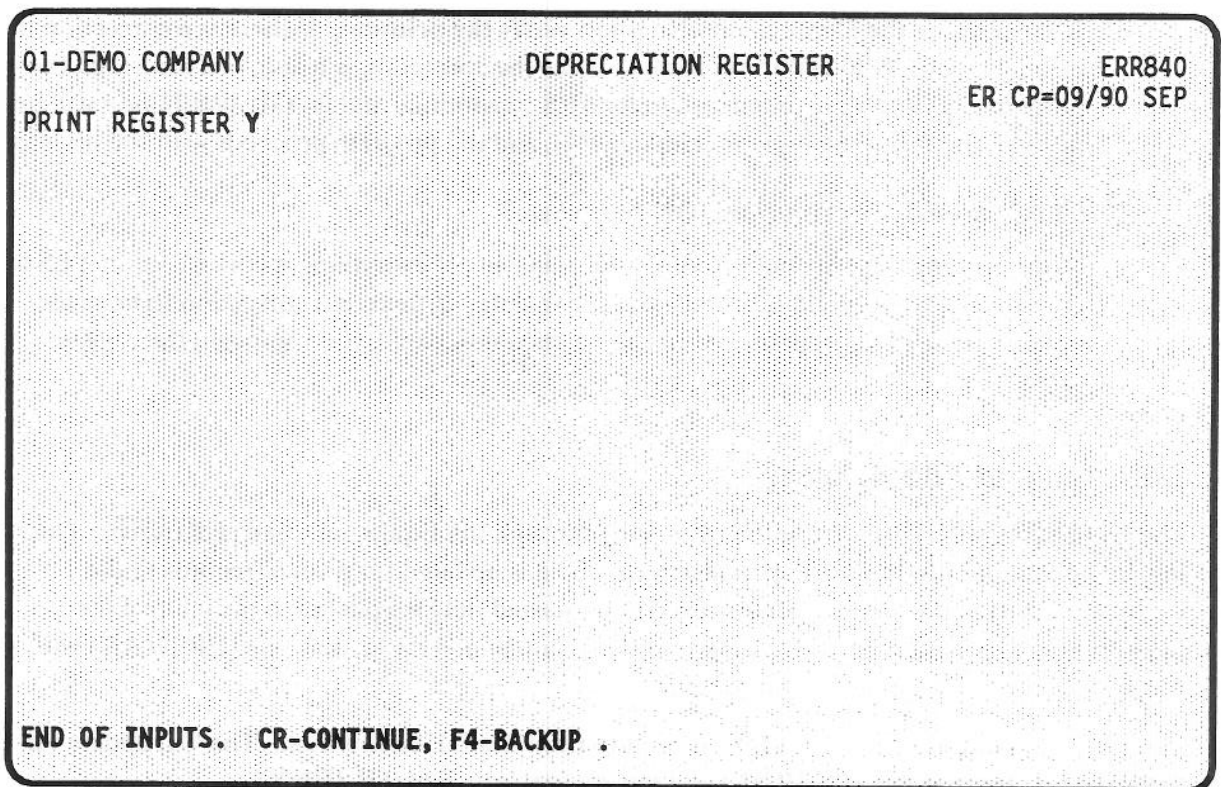
The Depreciation Register is printed by reading through the Equipment File (EREQIP). During the update the **life-to-date depreciation cost** field is updated for printed records in the Equipment File, and the **last period depreciation posted** field is updated in the control file (SMCNTL). Updated records are logged in the Equipment Transaction File (ERTRAN) with a transaction type of **P** (depreciation posted).

The GL Distribution File (SMGLD#) is built to print the GL distribution. The GL update updates the GL Journal File (GLJRNL) and the Journal Sort File (GLJRNX).

Files Used: ICMAST, GLMSTR

Files Updated: SMCNTL, EREQIP, SMGLD#, ERTRAN, GLJRNL, GLJRNX

The following diagram presents the Depreciation Register Screen with actual FACTS demo data.



Transaction Consolidation Register (ERR850)

Function

This program allows you to summarize the numerous rental, maintenance, repair, and depreciation transactions that accumulate for an item number. Transactions are consolidated by type for an item number. The program also prints the consolidated transactions on a register and posts them to the Equipment Transaction File.

You have the option to

- choose the beginning and ending items
- select warehouse(s)
- choose the beginning and ending dates
- select the type(s) of transaction to consolidate.

The register lists each consolidated transaction by type and item number. For each transaction it includes the following information:

- item number and description
- transaction type
- transaction date
- transaction amount
- memo information relating to the specific transaction
- document number.

Amount totals are given for each consolidated transaction, and the report ends with the number of transactions listed.

User Inputs

The following inputs are involved in printing and updating the Transaction Consolidation Register:

1. Beginning item

Enter the beginning item for which to consolidate transactions. CR defaults to FIRST.

2. Ending item

Enter the ending item for which to consolidate transactions. CR defaults to LAST.

3. Warehouse

Enter up to twenty 2-character codes side by side to print. Only items assigned to the warehouse in the Rental Item File will print. Each entry must be a valid warehouse defined in the ER Warehouse Control File. CR defaults to the warehouse assigned to the terminal, and F3 defaults to ALL.

4. Beginning date

Enter the beginning date; only transactions occurring between the beginning and ending dates are consolidated (ref. #6). CR defaults to FIRST (that is, the first date with a transaction).

5. Ending date

Enter the ending date; only transactions occurring between the beginning and ending dates are consolidated (ref. #6). CR defaults to LAST (that is, the last date with a transaction).

6. Type

Indicate the type of transaction(s) to consolidate:

- R - rental
- P - depreciation
- M - maintenance
- X - repair

CR defaults to ALL.

7. End of inputs

(ref. #7)

The Transaction Consolidation Register is printed, and the following prompt is then displayed.

8. Check the register. OK to consolidate?

After printing the register, verify the printout. If everything is correct, enter YES to proceed with the update. If there is a correction to be made, enter N to exit the program. After the correction is made, you can begin the register process again.

Summary of File Activity

Printing of the Transaction Consolidation Register proceeds by reading the Equipment Transaction File (ERTRAN). The update removes the consolidated transactions from the Equipment Transaction File, and the resulting consolidation transaction is added to the same file. The last transaction number is updated in the Equipment File (EREQIP). The transaction consolidation register number in the control file (SMCNTL) is updated with the new register number.

Files Used: ICMAS, ERITMX

Files Update: SMCNTL, ERTRAN, EREQIP, SMSRT#

The following diagram presents Transaction Consolidation Register Screen with actual FACTS demo data.

01-DEMO COMPANY	TRANSACTION CONSOLIDATION REGISTER	ERR850
BEGINNING ITEM FIRST		
ENDING ITEM LAST		
WAREHOUSE 01 ATLANTA WAREHOUSE		
BEGINNING DATE FIRST		
ENDING DATE LAST		
TYPE ALL		
END OF INPUTS. CR-CONTINUE, F4-BACKUP .		

End-of-Period Update (ERU890)

Function

This program allows you to close out the current equipment rental period. The program does the following things:

- updates the number of days available in the Rental Item File and Equipment File
- updates the number of days rented in the Rental Item File and Equipment File
- rolls period history information down one period, dropping the oldest period
- increments the current equipment rental period by one.

Certain conditions must be true before you run this program. You must run this program within 35 days of closing out the last ER period. Also, you should run the following programs before running the End-of-Period Update:

- Transfer Register
- Maintenance/Repair Register
- Carrying Cost Register
- Depreciation Register
- Equipment Removal Register.

User Inputs

The following inputs are involved in using the End-of-Period Update:

1. Close out equipment rental period?

Enter Y or N to indicate whether to close the current equipment rental period. CR defaults to Y.

2. End of inputs

(ref. #7)

Summary of File Activity

The number of days available and the number of days rented are updated in both the Rental Item File (ERITEM) and Equipment File (EREQIP). The period history information is rolled down one period in the Rental Item File, dropping the oldest period. The current equipment rental period in the Nonstatic Control File (SMCNTL) is incremented by one.

Files Used: ERCOIX, ERCONT, ERMAIN, ERTFER

Files Updated: SMCNTL, EREQIP, ERITEM

The following diagram presents the End-of-Period Update Screen with actual FACTS demo data.

01-DEMO COMPANY	END-OF-PERIOD UPDATE	ERU890
		CP=09/90 SEP
THIS PROGRAM WILL CLOSE OUT THE CURRENT EQUIPMENT RENTAL PERIOD 09/90. EQUIPMENT RENTAL ITEM PERIOD INFORMATION WILL BE ROLLED TO PRIOR PERIOD.		
CLOSE OUT PERIOD Y		
END OF INPUTS. ENTER 'YES' TO CONTINUE, F4-BACKUP ...		

